

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

**ECF FORM NO. 1 FILER REGISTRATION**

**Filer Registration, Application for Password, Waiver of Notice and Service by Mail and  
Consent to Electronic Notice for Electronic Case Filing System**

**Please complete the following forms and the on-line test found on the Training section of the court's website. Return them, by mail, to the Office of the Bankruptcy Court Clerk, 450 Main Street, Hartford, CT 06103, Attn: ECF Registration. We will contact you via email regarding your registration and password after review of the information herein.**

<b>NAME</b>	
<b>ADDRESS</b>	
<b>FIRM NAME</b>	
<b>BAR I.D.</b>	
<b>E-MAIL ADDRESS</b>	
<b>PHONE NUMBER(S)</b> <b>Office</b> <b>Cell</b> <b>Fax</b>	

Email Notice to be sent:            After each Filing \_\_\_\_\_    End of Day Summary \_\_\_\_\_

I, declare, under penalty of perjury, the following is true:

1. I am admitted to practice in the United States Bankruptcy Court for the District of Connecticut and that the information set forth above is true and correct.

2. I agree that use of the password to be obtained pursuant to this registration (my password) to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of any petitions, schedules, statements, matrices, declarations, verifications, motions, briefs, pleadings or other papers or documents filed by use of my password, for all purposes authorized and required by law, including, without limitations, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure, and any applicable local rules and non-bankruptcy law.

3. I agree that it is my responsibility to maintain in my records all documents bearing original signatures filed using my password for a period of five (5) years after the case or proceeding in which the documents have been filed has been closed.

4. I agree that it is my responsibility to protect and secure the confidentiality of my password, and that if I allow my password to be used by anyone other than myself that I do so at my own risk. If I believe that my password has been compromised, it is my responsibility to immediately notify the Court in accordance with ECF Procedure 2.

5. I agree that it is my responsibility to notify the Court, immediately in writing, of any change in my address, telephone number, fax number, or email address.

6. I agree that by registering as a Filer, I waive the right to personal service or first class mail service, and I request and consent to electronic service via receipt of a "Notice of Electronic Filing" from ECF of all filed documents to which I am entitled, except with regard to a summons and complaint under Rule 7004 or an initial motion under Rule 9014.

7. I agree to adhere to the United States Bankruptcy Court for the District of Connecticut Administrative Procedures for Electronic Case Filing. I understand that it is my responsibility to learn and use any and all updates to the Court's Administrative Procedures for Electronic Case Filing, and acknowledge that I have reviewed those Procedures prior to issuance of my password.

\_\_\_\_\_  
ATTORNEY SIGNATURE

\_\_\_\_\_  
DATE

*For Court Use Only:*

*Approved By:* \_\_\_\_\_

*Password:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**United States Bankruptcy Court  
District of Connecticut**

**CM/ECF CERTIFICATION EXAM FOR FILERS**

**Note:** We strongly urge you to participate in the Online Training Tutorial or attend an In-house Training Class before taking this certification exam. Failure to participate in training may have a negative impact on your final score. Registration is contingent on passing the certification exam.

**This test consists of three parts: Part I consists of 10 questions.** The questions cover the processes of filing documents in the ECF system. **Part II consists of 3 assignments.** The assignments represent typical documents that you may file in the ECF system and **Part III consists of the instructions for registration and obtaining a login and password.** Failure to comply with the instructions in their entirety will result in your password and login not being assigned.

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**Please complete the information below before submitting your exam.**

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Business Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
CT Bar # \_\_\_\_\_  
Date \_\_\_\_\_

**Part I**  
**QUESTIONS**

1. In order to attach a document to your entry in CM/ECF, the document must be in what format?  
☐ A. Word  
☐ B. WordPerfect  
☐ C. PDF Format  
☐ D. On a diskette
  
2. When filing a chapter 7 case without schedules, the screen asks you to indicate if there are deficiencies, you select the drop down “y” box indicating that there are deficiencies  
☐ True  
☐ False
  
3. When adding several parties in an adversary case, at what point do you indicate to the system that you have added all the parties?  
☐ A. When you reach final text  
☐ B. When the selection “end party selection” is selected  
☐ C. When you click on “Adversary”  
☐ D. When you click on “Search”
  
4. When filing a document using the CM/ECF system, the system generates a Notice of Electronic Filing. This notice shall be deemed the equivalent of service of the pleading or other paper by first class mail to the parties receiving email notification.  
☐ A. True  
☐ B. False
  
5. When filing a bankruptcy petition, you need to search for the party. If the party’s name appears you:  
☐ A. Create a new party  
☐ B. Select the party from the list  
☐ C. None of the above, there’s no need to do a search  
☐ D. Search again, until no name comes up
  
6. When filing your bankruptcy petition, you need to attach the petition to your entry. How do you do this?  
☐ A. As an email attachment  
☐ B. Mail a copy to the court, the clerk’s office will scan and attach the document  
☐ C. At the browse screen as a pdf document  
☐ D. All of the above
  
7. Which of the following statements best describes the method used to record the party who is filing the document?  
☐ A. Type the party’s name in the docket text  
☐ B. Click the check-box for the correct party  
☐ C. The party’s name is added automatically  
☐ D. Pick the name of the party from the pick list

8. Before attaching the document to the docket entry, you should double check that the document you are about to attach is the correct document, so you:

- ☐ A. Right click on the document then, left click on open
- ☐ B. Single left click on the document to view
- ☐ C. Single click on either left or right to view
- ☐ D. None of the above, you cannot view the document before attaching

9. If it is the first time you are filing a document for a party, how do you create the association between you and the party in the case:

- ☐ A. You do not need to because it is automatic
- ☐ B. When you get the screen that asks you to check the box for the association
- ☐ C. Once the document is filed the association is created
- ☐ D. None of the above

10. If you realize that your Final Docket Text contains an error, how would you correct that error before accepting that final docket text

- ☐ A. Click the “back” button one or more times to find the error
- ☐ B. Log off and try again
- ☐ C. Fix the error in the text screen

## **Part II**

### **ASSIGNMENTS**

You must file the three documents listed below along with your completed registration forms. The documents must be filed exactly as specified below. You will need to enter our training database to complete your assignments. There are 20 logins and passwords available for you use to enter the training database. If you receive the following message: “**Warning: the account you entered is already logged in**”, click on the cancel button and try another login and password or try again later. Logins and passwords are listed on page 4 of this document. The address for the training database is <https://ecf-train.ctb.uscourts.gov>

1. Chapter 7, no asset, joint case, with deficiencies
2. Motion for relief from stay on the above case, filed by yourself on behalf of GMAC to continue in a foreclosure action

3. A 727 complaint filed by you on behalf of GMAC as the plaintiff and the debtor on the above case as the defendant.

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**Part III**  
**INSTRUCTIONS**

**You must submit the following 5 items to the court for review, before a password and login will be assigned:**

1. A copy of this exam (**with answered questions**)
2. The case number of the above chapter 7 case that you filed. **Enter case# here** \_\_\_\_\_
3. The document number of the above motion. **Enter the document # here** \_\_\_\_\_
4. The adversary number for the above complaint. **Enter the adversary # here** \_\_\_\_\_
5. Your registration form

**Please submit the 4 items above to the following address:**

**U.S. Bankruptcy Court  
450 Main Street  
Hartford, CT 06103  
ATTN: Barbara Germain**

**LOGINS AND PASSWORDS**

<b>Login</b>	<b>Password</b>
test_aty1	aty1
test_aty2	aty2
test_aty3	aty3
test_aty4	aty4
test_aty5	aty5
test_aty6	aty6
test_aty7	aty7
test_aty8	aty8
test_aty9	aty9
test_aty10	aty10
test_aty11	aty11
test_aty12	aty12
test_aty13	aty13
test_aty14	aty14
test_aty15	aty15
test_aty16	aty16
test_aty17	aty17
test_aty18	aty18
test_aty19	aty19
test_aty20	aty20